

STARTING A NEW CLUB AT PENN STATE YORK



New Club Packet

Student Affairs Office
Penn State York
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2004-2005

To: Students Interested in Starting a New Club
From: Scott F. Simonds, Associate Director of Student Affairs
Re: So, you want to start a new club?

Congratulations. You've already taken the first step in beginning a new student organization. There are a few more things you'll need to do before your club can get underway.

_____ **Step 1: discuss your idea for a new club** with the President of the Student Government Association and/or the Associate Director of Student Affairs.

_____ **Step 2: advertise on campus** to recruit other interested students. You'll need at least 5 student members in order to register your club. Student Affairs can help you copy posters, contact students, and get the word out about your new club. BEFORE you hang posters, you must have them approved by Student Affairs. We can also help you reserve a space on campus for your first three meetings.

_____ **Step 3: read the *CHOP* (Club Handbook and Organizational Planner,** (available in Student Affairs and SGA) thoroughly. You will find this publication helpful. If you have questions, contact Student Affairs.

_____ **Step 4: complete the *Club Registration Form*,** included in this packet.

_____ **Step 5: submit your completed club constitution** (a sample constitution is included in this packet) to the Student Government Association for approval at their next scheduled meeting.

_____ **Step 6: petition SGA for funding** (if necessary) by completing a ***Budget Request Form.*** The SGA treasurer can be helpful in completing this. Budget requests are available in the SGA office.

_____ **Step 7: always attend SGA weekly meetings.** In order to maintain your registered club status, you must send a representative from your club to each meeting.

Again, congratulations! Your new club is on it's way. The Student Affairs Office stands ready to assist your club in it's success. Please let us know how we can be helpful to you.

**CONSTITUTION AND BY-LAWS
OF**

(Name of Organization)

of Penn State York,
The Pennsylvania State University

Article I – Name

The name of this organization shall be _____.

Article II – Objective and Purpose

The objectives of this organization shall be:

_____.

Article III – Membership

Membership shall be of (active/associate/honorary/inactive) class(es). Describe the class of membership for your organization: _____

Article IV – Officers

Section 1. The elected officers of this organization shall be a _____
_____.

Section 2. The appointive officers shall be a _____.

Section 3. The Executive Board shall consist of all the officers and chairpersons of standing committees.

Article V – Elections

Section 1. A committee on nominations consisting of _____ members shall be chosen at the _____ meeting. (Specify procedure for selecting committee) Officers shall be elected at the _____ meeting for a term of _____ academic semesters.

Section 2. If any elective position becomes vacant the _____ shall choose a member to fill the vacancy for the unexpired part of the term of office.

Section 3. In case the President resigns the _____ shall automatically become President.

Article VI – Advisor

An advisor shall be selected in accordance with SGA policies and rules.

Article VII – Amendments

This constitution shall be amended at any regular meeting by _____ vote of the active membership . It may also be amended at a special meeting called for that purpose with previous notice and a _____ vote. All proposed amendments shall be submitted in writing.

BY LAWS

Article I – Membership

Section 1. Membership shall be extended to all interested Penn State York students.

Article II – Meetings

Section 1. Regular meetings of the organization shall be held _____ during the fall/spring/summer sessions unless otherwise ordered by the Executive Board.

Section 2. Special meetings shall be called by the _____, or at the request of _____ members.

Section 3. _____ shall constitute a quorum for the transaction of business.

Article III – Duties of Officers

{Specify in writing the duties of all officers. Include that all officers shall be enrolled students of Penn State York. The treasurer shall deposit all club funds with the SGA Treasurer in accordance with university and SGA policies.}

Article IV – Executive Board

Section 1. The Executive Board shall consist of all the (elective) officers and chairpersons of standing committees.

Section 2. The Executive Board shall attend to the affairs of the organization during the interim between meetings of the organization, but its acts shall not conflict with action taken by the organization.

Section 3. Regular meetings of the Executive Board may be held _____. Special meetings may be called by _____ of upon request of _____ members of the board.

Section 4. _____ members shall constitute a quorum for the board.

Article V – Committees

Section 1. Standing committees shall be _____. Additional standing committees may be created if deemed necessary.

Section 2. All standing committees shall be appointed by the _____ subject to approval by _____.

Section 3. Special committees are appointed by _____.

Section 4. The _____ shall be ex-officio; a member of all committees except the _____.

Article VI – Amendments to By-Laws

Amendments to by-laws should have the same form as amendments to the constitution.

